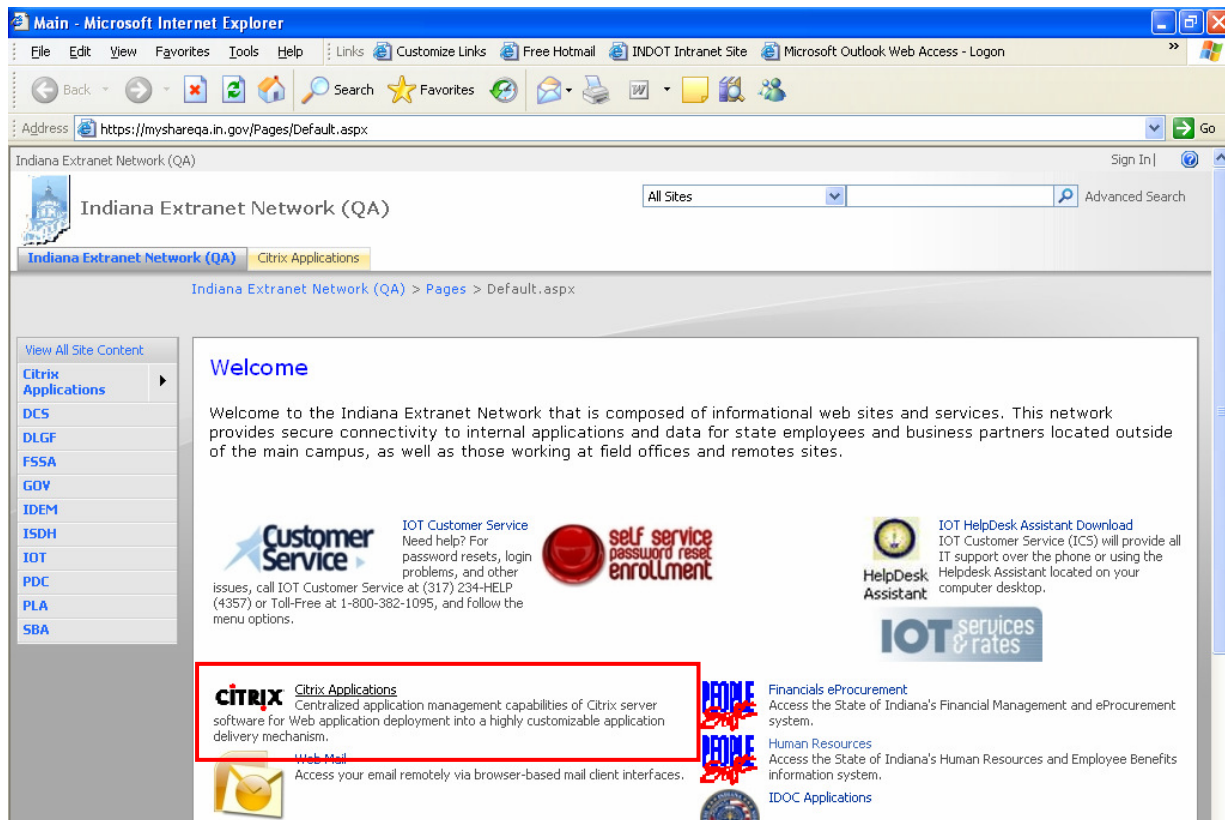
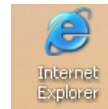


## **Accessing SiteManager via Citrix June 2008**

- 1) To install Citrix on the computer run The Client Detection and Download wizard (page 2)**
- 2) Logging into Citrix (page 5)**
- 3) To avoid the additional log in to Windows Server 2003 R2. (page 9)**
- 4) Logging off of Citrix (page 11)**

# 1. To install Citrix on the computer run The Client Detection and Download wizard

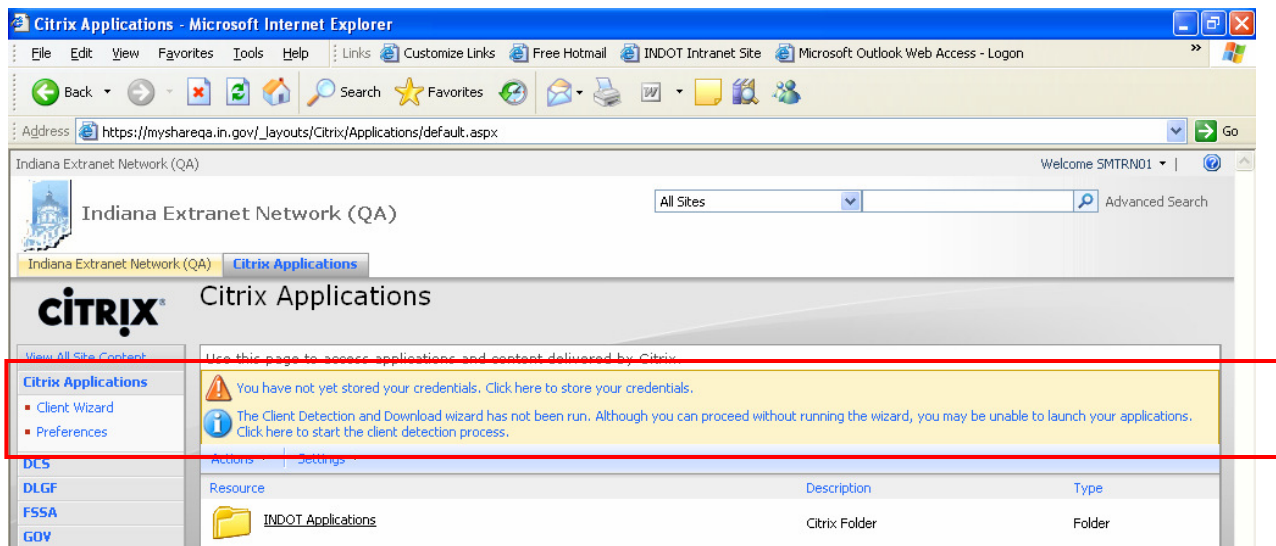
“Double click” on Microsoft Internet Explorer



“Type” in <https://myshare.in.gov> in the Address field. (Save as a favorite)  
“Single click” on **Citrix Applications**.



“Type” **dot\** and your LAN User ID in the **User name:** field (Example: dot\d90afaul)  
“Type” your LAN password in the **Password:** field  
“Click” **OK**.

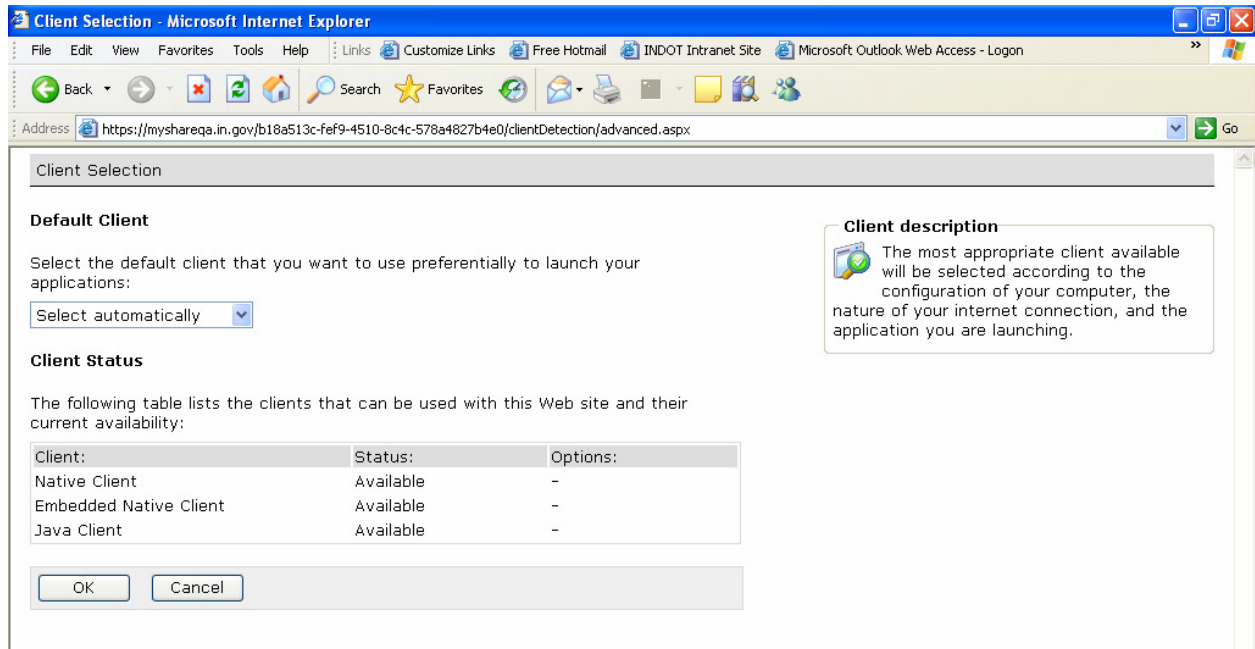


Note: you do not need to run this step if you already have Citrix installed on your computer.

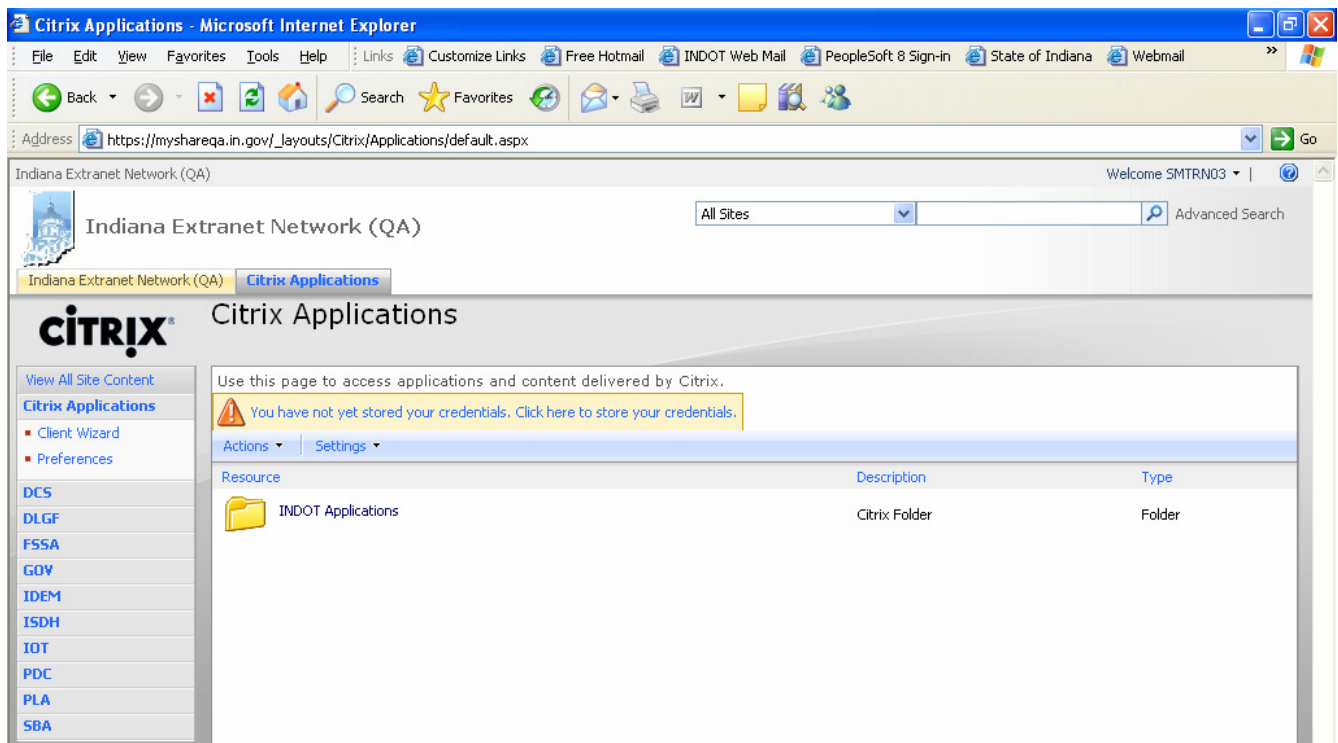
Note: You can run this step even if you do already have Citrix installed on your computer, but it's not necessary.

**“Click” on The Client Detection and Download wizard had not been run. Although you can proceed without running the wizard, you may be unable to launch you applications. Click here to start the client detection process**

Note: If the Client Detection and Download wizard had not been run message is not available, this step can also be done by clicking on **Client Wizard** located in the **Citrix Applications** panel located on the left side of the window.



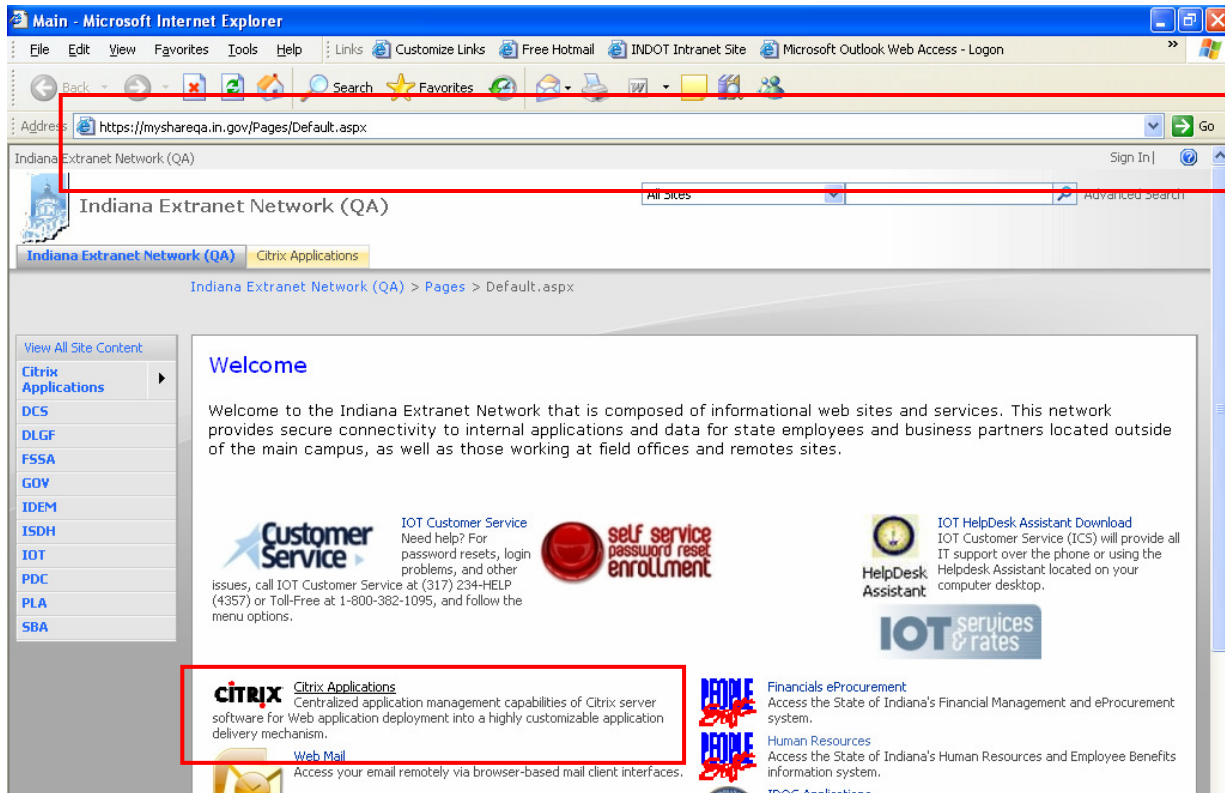
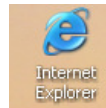
“Click” OK



After the script runs the option to run the wizard will no longer be available.

## 2. Logging into Citrix

“Double click” on Microsoft Internet Explorer



“Type” in <https://myshare.in.gov> in the Address field.

“Click” Go.

(Save as a Favorite)

“Single click” on **Citrix Applications**.

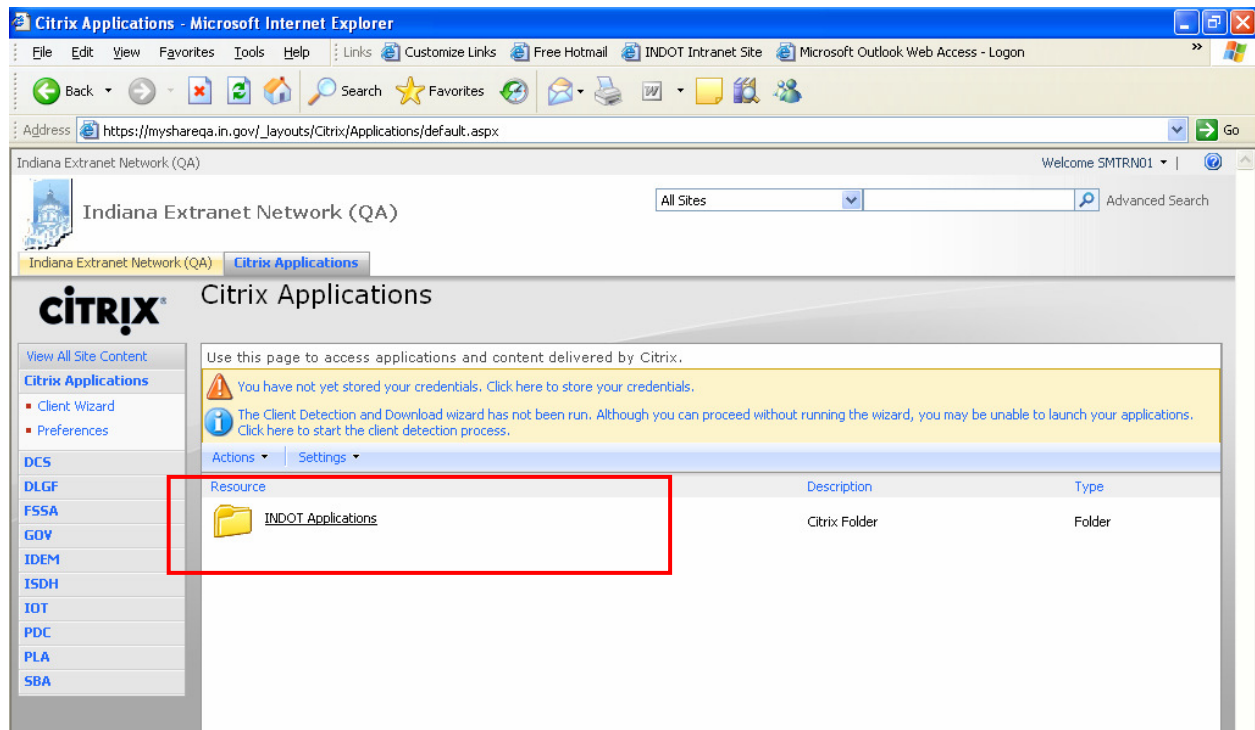


“Type” **dot\** and your LAN User ID in the **User name:** field (Example: dot\d90aful)

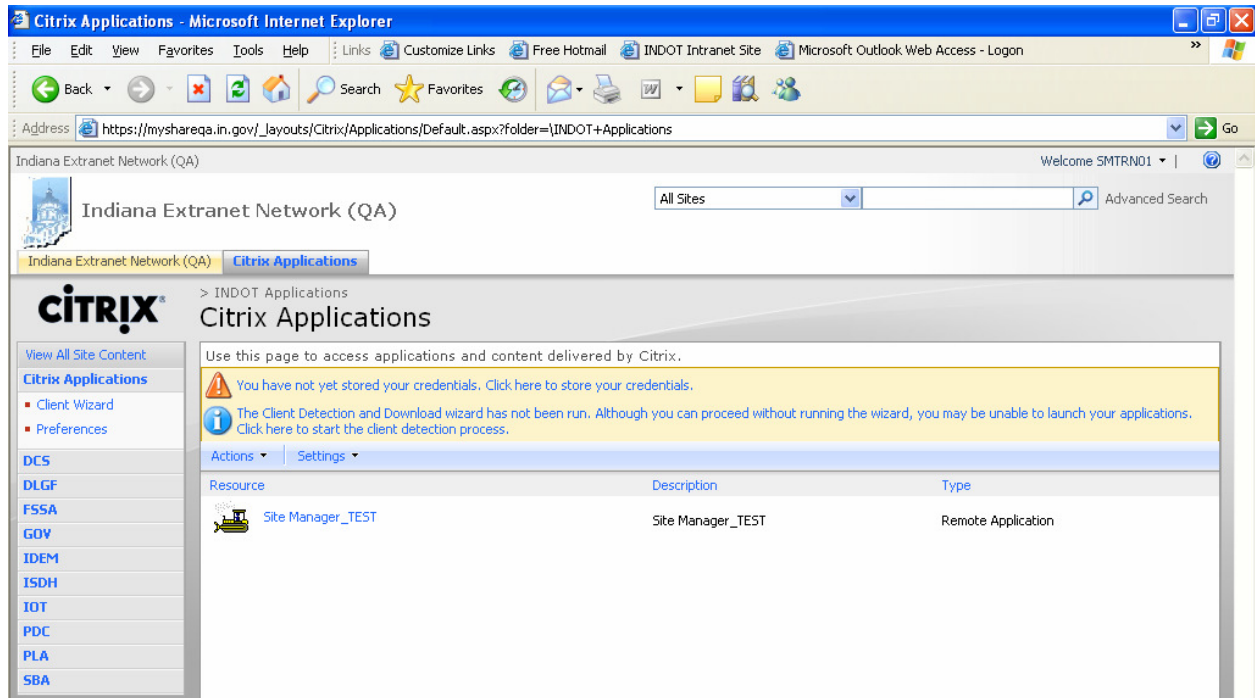
“Type” your LAN password in the **Password:** field

“Click” **OK**.

Note: This step is skipped if the user has already logged into Citrix.



“Single-click” on **INDOT Applications**.



“Single-click” on **SiteManager\_Production**



In the **Windows Server 2003 R2** log on window:

“Type” **dot\** and your LAN user ID in the **User Name:** field. (Example: dot\d90afaul)

“Type” your LAN password in the **Password** field.

“Click” **OK**.

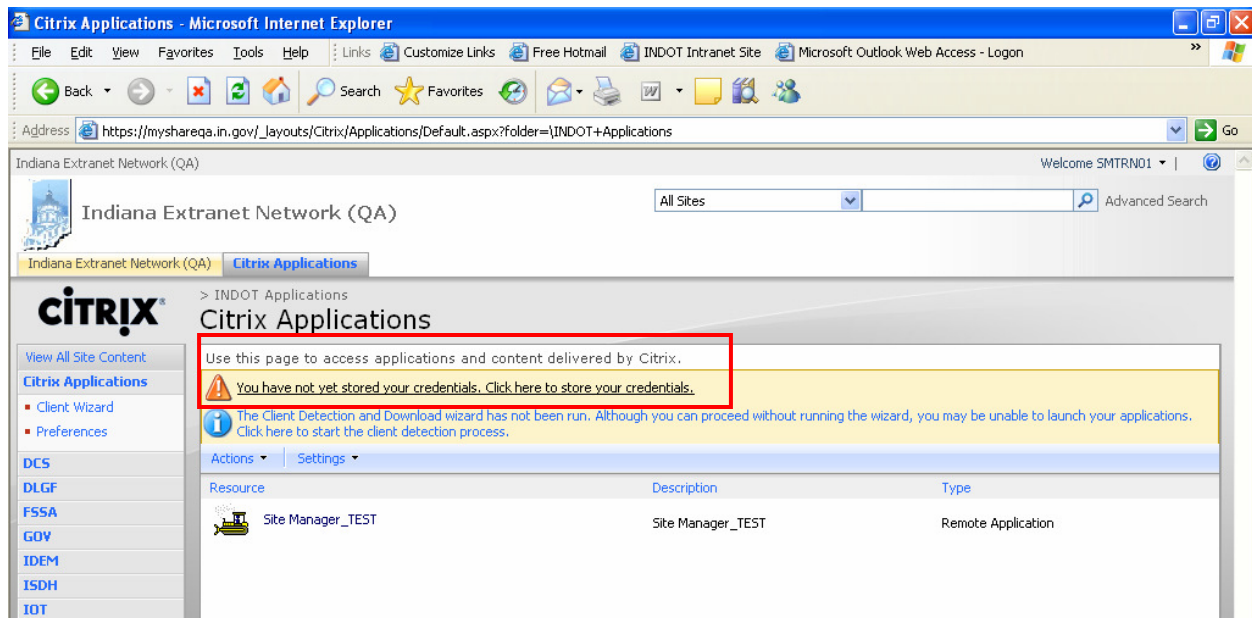


The image shows a 'SiteManager Logon' window. At the top is a blue title bar with the text 'SiteManager Logon' and a close button. Below the title bar is a header area with the 'Trns port SiteManager' logo, the text 'Construction Management System', and a version number '3.7b'. The main area contains three input fields: 'User ID:' with the text 'd90afaul', 'Password:' with masked characters 'xxxxxx', and 'Connect to:' with a dropdown menu showing 'Server'. Below these fields are three buttons: 'Logon', 'Change Password', and 'Close'. There is a checkbox labeled 'Download RTF Templates' which is currently unchecked. At the bottom, there is a text area with the following copyright notice: 'AASHTO Trns:port, the AASHTO Trns:port logo, Trns:port SiteManager, and the Trns:port SiteManager logo are registered trademarks of the American Association of State Highway and Transportation Officials Portions Copyright © 2000-2004 AASHTO, Portions Copyright © 1994-2004 Info Tech, Inc.' and a text box with the placeholder 'Enter the User Password.'

Log into **SiteManager** using your SiteManager **User ID** and SiteManger **password** in the appropriate fields.



### 3. To avoid the additional log in to Windows Server 2003 R2.



Note: This step is not required. If this step is skipped, the user will be prompted to enter the LAN user ID and LAN password everytime an application is opened.

**“Click” on You have not yet stored you credentials, Click here to store your credentials link.**

Provide Citrix Applications Account Information - Microsoft Internet Explorer

Address: [https://myshareqa.in.gov/\\_layouts/ssologon.aspx?App=com%2Ecitrix%2Ewisp%2Eb18a513c%2Ddfef9%2D4510%2D8c4c%2D578a4827b4e0](https://myshareqa.in.gov/_layouts/ssologon.aspx?App=com%2Ecitrix%2Ewisp%2Eb18a513c%2Ddfef9%2D4510%2D8c4c%2D578a4827b4e0)

Indiana Extranet Network (QA) Welcome Meyerhoff, Sharon

Indiana Extranet Network (QA) Citrix Applications

### Provide Citrix Applications Account Information

Use this page to provide the information specified to access the enterprise application.

**Logon Information**  
Type the account information for the enterprise application.

domain\username  
dot\d90afaul

Password  
\*\*\*\*\*

☒ Sign in automatically.

OK Cancel

Type **dot\** and your LAN User ID in the **domain\username** field. (Example: dot\d90afaul)

Type you LAN password in the **Password** field

Verify the **Sign in Automatically** check box is checked.

If you do not check the check box your information will not be saved and you will be required to use the **Windows Server 2003 R2** logon window each time you logon.

Citrix Applications - Microsoft Internet Explorer

Address: [https://myshareqa.in.gov/\\_layouts/Citrix/Applications/Default.aspx?folder=\\INDOT+Applications](https://myshareqa.in.gov/_layouts/Citrix/Applications/Default.aspx?folder=\\INDOT+Applications)

Indiana Extranet Network (QA) Welcome SMTRN02

Indiana Extranet Network (QA) Citrix Applications

> INDOT Applications

### Citrix Applications

Use this page to access applications and content delivered by Citrix.

**Warning:** The Client Detection and Download wizard has not been run. Although you can proceed without running the wizard, you may be unable to launch your applications. [Click here to start the client detection process.](#)

Actions Settings

Resource	Description	Type
Site Manager_TEST	Site Manager_TEST	Remote Application

View All Site Content

**Citrix Applications**

- Client Wizard
- Preferences

DCS

DLGF

FSSA

GDM

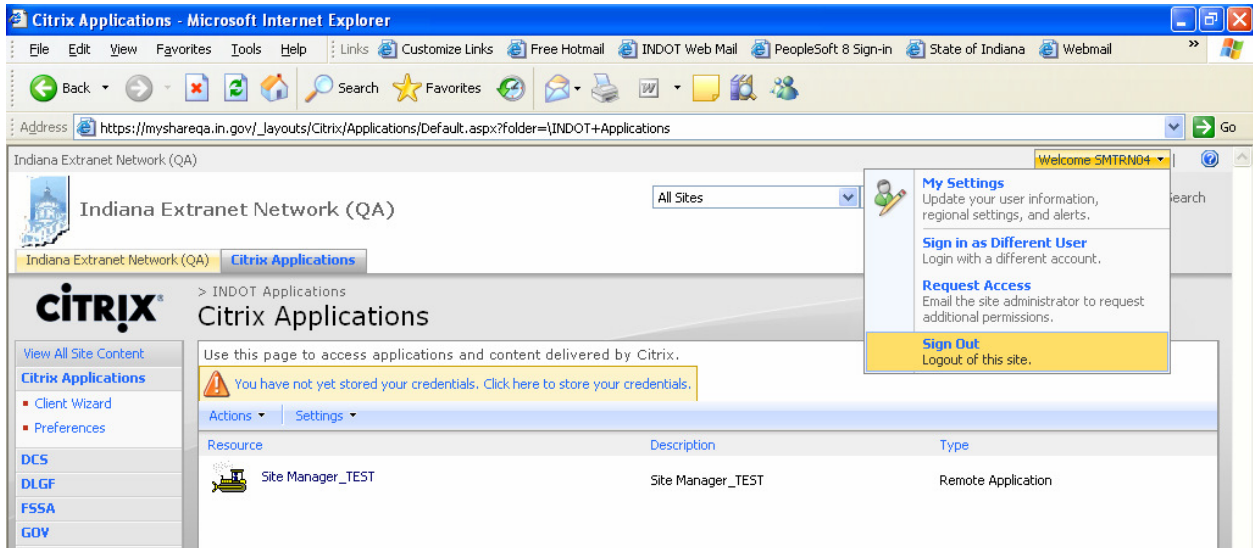
IDEM

ISDH

IOT

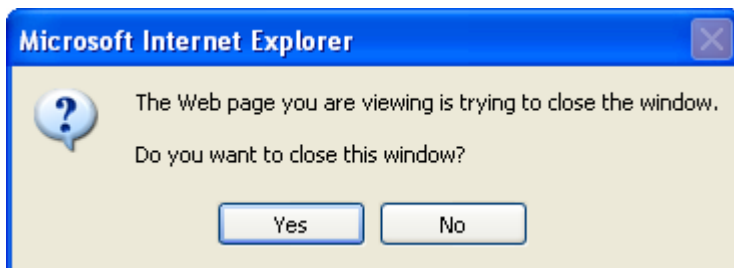
The **You have not yet stored your credentials**, **Click here to store your credentials** option will no longer be available.

## 4. Logging off of Citrix



“Click” on the Welcome user button located in the top right corner.

“Click” on the **Sign Out** message.



“Click” Yes.

**Note:** Logging off of Citrix after you’ve logged into SiteManager does **not** log you off of SiteManager.